

# Offer Letter Template: How To Write A Winning Offer Letter



[Your Name]  
[Your Address]  
[Your City, State, Zip Code]

[Date]

[Seller's Name]  
[Seller's Address]  
[Seller's City, State, Zip Code]

Dear [Mr./Mrs.] [Seller's Name]:

*[In the first paragraph of your letter, introduce yourself and explain why you are writing. Examples include describing your background, family members, and your motivations behind buying the house.]*

---

---

---

*[Use the second paragraph to relate to the seller. For example, draw similarities or describe specific details regarding your open house experience. Emphasize why this property is the perfect fit for you and your family. Be careful not to sound fake or phony.]*

---

---

---

*[In the third paragraph, outline the financial details of your offer. For example: We can offer a \_\_\_\_\_% down payment and are pre-approved for a loan. In addition, we are committed to finalizing the purchase within your target closing date. Because of our budget, we are prepared to accept the sale "as-is," unless there are any major repairs, as determined by the inspector.]*

---

---

---

*[In the fourth paragraph, make your final appeal. Reiterate why you are the perfect candidate and how their home would impact your life or investing business. Also, explain any attachments you may have included.]*

---

---

---

Respectfully,

[Your Name]  
[Your Phone Number]  
[Your Email Address]